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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Logistics

DATE: 3 April 1963

FROM : Chief, Administrative Staff, OL

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESSa. Rotation of SL Designees

During March, the transfers of two OL employees to SL support positions outside OL were effective. Also, two SL designees were returned to the OL Staffing Complement from operating components.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions(1) Classification Survey of Printing Services Division

The survey of this division is still continuing and the OP/S&WD Analyst estimates that another month will be required for its completion.

(2) Relocation of Conveyor Section Within Logistics Services Division and Upgrading of the Chief and Deputy Chief Positions in Mail and Courier Branch

In response to a request from the Chief, P&TB/OL, the Salary and Wage Division issued a Staffing Complement Change Authorization dated 12 March 1963 effecting the transfer of the Conveyor Section from the Space Allocations and Facilities Branch, to the Mail and Courier Branch. Concurrently, the positions of Chief and Deputy Chief, M&CB, were upgraded from GS-11 and GS-09 to GS-12 and GS-11, respectively. OL/P&TB is preparing a mass reassignment action to transfer the 13 mechanics assigned to the Conveyor Section to the new breakdown and the M&CB cost center.

(3) Establishment of New Positions in [REDACTED]

One GS-11 Logistics Officer and one GS-09 Logistics Assistant position were added to the [REDACTED] Staffing Complement on 15 March 1963. [REDACTED] in the area since January 1962, will fill the GS-11 slot; the other slot is vacant.

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(4) Request for Classification Review of Illustrator Position in Support Branch, Administrative Staff, OL

A revised position description has been forwarded to S&WD requesting a classification review of this GS-11 Illustrator (General) position for possible upgrading. However, a decision regarding this position is being held in abeyance pending completion of a survey currently being made by S&WD of all graphics arts positions located in various components throughout the Agency.

(5) Adjustment of OL Staffing Complement Positions Among OL Components to Correspond with Revised Internal Redistribution of OL Personnel Ceiling

A memorandum was prepared to the Chief, Salary and Wage Division, OP, requesting that certain adjustments be effected in the OL Staffing Complement to bring the number of S/C positions for each OL component in line with its approved ceiling authorization.

(6) Proposed Reorganization and Changes in Staffing Complement of Logistics Services Division

Changes in the LSD Staffing Complement have been proposed to reflect an internal reorganization and realignment of functions and positions among the several LSD components found necessary since approval of the initial Staffing Complement for this division, when it was first established in October 1962. OL/P&TB have made a study of the proposed changes and will work with LSD and S&WD/OP to effect the necessary adjustments in the LSD Staffing Complement.

(7) Classification Review of Position GS-07, Property and Supply Assistant, [REDACTED]

This position was audited and revised to reflect the current duties and responsibilities of the present incumbent. However, upgrading of the position was disapproved by S&WD/OP, as they did not feel a higher grade was justified based on present duties.

c. Recruitment

(1) Professional Personnel

(a) One Logistics Officer Trainee will enter on duty with the Agency effective 1 April 1963. He will be the 10th one to report for duty since the beginning of the program. To date,

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(3) Other Categories

(a) Two Bindery Assistants entered on duty, and one Journeyman Compositor was placed in process for the Printing Services Division. One Color Photographer we had in process cancelled his interest in Agency employment to accept a position offering a higher salary in private industry.

(b) One W-11 General Mechanic entered on duty in the Conveyor Section, LSD; and full clearances were received on two others, both W-8, who will be called in as soon as medical and polygraph approvals are granted. One new applicant was also placed in process at the W-11 level.

(c) Two Chauffeurs entered on duty in LSD.

(d) One Telephone Operator reported for duty 4 March 1963.

(e) Two Couriers were assigned from IAS to the Mail and Courier Branch, LSD, during the month. Two couriers were released for reassignment to NPIC.

(f) Two GS-03 Clerks were assigned to OL from IAS during the month. One Clerk Stenographer returned to duty from maternity leave and one was released for transfer to NE Division for overseas assignment. One Stenographer and one Property and Supply Clerk Typist resigned from LWOP status, the former to remain at home to care for her child and the latter to remain with her husband, and Agency employee recently rotated overseas. An action was submitted for the processing of a former employee who has reapplied for appointment as Clerk Stenographer in the Procurement Division. Two applicants were placed in process as WAE Clerk Stenographers, one for the Procurement Division at headquarters and the other for the [REDACTED] Procurement Office. Another WAE, who was in process, was cancelled when she advised that she would not be available.

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d. Logistics Support Course

The Logistics Support Course, Class No. 26, will be held in the R&S Auditorium from 8-26 April 1963. The course schedule has been distributed and we have incorporated into the schedule some of the recommendations made following the last running. We will be able to accommodate up to 25 students in this class. As of this date, 17 have registered.

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e. Study of SL People Working for Other Components in Non-SL Jobs

A draft report of a study on this subject was submitted for consideration.

f. Records Survey of Real Estate & Construction Division

A records survey of the Real Estate and Construction Division was completed in March. A draft of a revised Records Control Schedule has been prepared for approval. A memo suggesting destruction of outdated records and recommending other necessary action has been prepared.

g. Estimates of Funds Requirements

OL components are presently engaged in developing estimates of funds requirements for fiscal years 1965, 1966, 1967, and 1968. These estimates will be consolidated with FY 1963 estimates and the Congressional Budget figures for FY 1964, and submitted to the Comptroller on 19 April 1963. All Agency components will submit FY 1964 Operating Budgets in May 1963, and at that time will set forth any requirements over and above the FY 1964 Congressional Budget.

2. ITEMS OF GENERAL INTEREST

a. Health Drive

As of the end of the month, 99.1 percent of the contributions from Office of Logistics employees have been received.

b. Uncommitted Stock Funds Balance

Uncommitted Stock Funds balance at the end of the month was approximately \$225,000 [REDACTED]. We have no assurance as to when we will get any additional allotments.

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c. Logistics Signal Center

The Logistics Communicator visited the [REDACTED] on 28 March 1963. The purpose of the visit was twofold -- to acquaint him with the operation there and to resolve certain communication problems.

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During March, the Signal Center handled a total of 390 incoming messages of which 117 were relays. There were 444 outgoing messages, 127 were relays.

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e. Detail of Personnel

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Mrs. [REDACTED] has been detailed to OL/Security Staff for a three month period. Mrs. [REDACTED] has been detailed from the Office of the Chief, Administrative Staff, to the Records and Services Branch for this period.

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g. Optional Retirement

One OL employee, a Bindery Assistant assigned to Plant #2 of the Printing Services Division, retired effective 1 March 1963.

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i. Conversion of Temporary Employee

One temporary Bindery Operative was converted to regular staff employee status and promoted to LB-5 Photostat Operator.

j. Designation of SL Positions in Which Service May Qualify SL Designees for Increased Benefits Available Under CIA Retirement and Disability System

OL/P&TB is currently in the process of reviewing SL positions to determine those in which incumbents may become eligible for this increased coverage if the bill is enacted.

k. Briefing of Recruiters

Three Recruitment Officers newly employed by the Office of Personnel were briefed by the Personnel Officer.

l. OL Personnel Statistics

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<u>No. of</u> <u>T/O Slots</u>	<u>Ceiling</u> <u>Auth.</u>	<u>On-Duty</u> <u>Strength</u>	<u>Over or</u> <u>Under Ceiling</u>
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